

TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM: Bonnie Stafiej, Special Projects Director at 797-1163.

SUBJECT: Resolution

AFFECTED DISTRICT: DISTRICT 3

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AUTHORIZING THE TOWN OF DAVIE TO ENTER INTO A USE PERMIT WITH THE BROWARD COUNTY, PARKS AND RECREATION DIVISION

REPORT IN BRIEF: This is the 21th Annual Take A Kid Fishing tournament for children ages 5-12 years of age. The event will be held at Tree Tops Park on June 5, 2004. Registration cost for each angler is \$7.00. Prizes will be awarded for longest catch, most fish caught, and first catch of the day. Each child will receive a t-shirt when they register. Prizes are sponsored by Bass Pro Shops, of Dania and Wall Mart of Pembroke Pines. For the past three years, the volunteer lake side judges were the Everglades Bass Anglers Club. Other volunteers such as the Davie Explorers, Boy Scouts and residents will also help with this event.

PREVIOUS ACTIONS: The Town has held this tournament for the past 19 years. The last tournament attracted over 1,000 anglers and their families.

CONCURRENCES: not applicable

FISCAL IMPACT: This tournament is budgeted and will cost the Town \$2,500.00 for worms, hats and a lunch for each angler. The \$7.00 registration fee will off set the cost of the tournament.

RECOMMENDATION(S): Motion to approve resolution

Attachment(s): Resolution
Use Permit Attachments #1-10

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AUTHORIZING THE TOWN OF DAVIE TO ENTER INTO A USE PERMIT WITH THE BROWARD COUNTY, PARKS AND RECREATION DIVISION

WHEREAS, the Town of Davie is desirous of sponsoring cultural and recreational events for the benefit of the public; and

WHEREAS, the Town of Davie is sponsoring the 20th Annual Take-A-Kid Fishing Rodeo, Saturday, June 5, 2004, at a site known as Tree Tops Park.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA

Section 1. The Town Council of the Town of Davie does hereby authorize the Mayor to enter into a Use Permit with Broward County Commissioners, Broward County, Florida, Parks and Recreation Division, attached hereto as Exhibit "A".

Section 2. That this resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2004

MAYOR/COUNCIL MEMBER

ATTEST:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2004

SPECIFIC USE PERMIT # 4764 ADDENDUM

Page 1 of 9

Non-Profit Organization: Town of Davie

Name of Event: 21st Annual Take-A-Kid Fishing Rodeo

Event Date(s) Sat., 6/5/04

Section 1: Sub-Contractual Agreements

Attachment(s) Required

	<u>Date to Complete</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Requirements</u>
1.A	N/A	NP	Provide verification to Broward County Parks and Recreation Division of Florida non-profit status by N/A (complete) (date)
1.B	N/A	NP	Profit list of officers/individuals authorized to sign agreement on behalf of Florida non-profit by (complete) (date)
1.C	6/5/04	NP	Provide list of all individuals and organizations sponsoring and/or sub-contracted for the special event by <u>6-5-04</u> (date)

Section 2: Insurance

Attachment(s) Required

	<u>Date to Complete</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Certificate(s) of Insurance Requirements</u>
			1. Include language: Name <u>Broward County Board of County Commissioners as Additional Insured</u> for all day(s) of event. 2. Written approval of Broward County Risk Management Division by _____ (date)
2.A	On file	NP	General Liability: Provide Broward County Parks and Recreation Division with proof of a Comprehensive General Liability Policy Limits: \$ _____ Bodily injury and property damage, \$ _____ Auto, bodily injury, property damage, workers comp, employers liability [minimum \$100,000]
2.B	4/23/04	NP	Food and/or Beverage Vendor Service: Provide Broward County Parks and Recreation Division with proof of Liability Policy Limits: \$ _____ Food/Product Vendors (# _____) Limits: \$ _____ Soft Drink/Beverage Vendors (# _____)
2.C	N/A		Other Types of Liability Insurance Required (specify): Type: _____ Limits: \$ _____ Type: _____ Limits: \$ _____ Type: _____ Limits: \$ _____

Section 3: Human Resources

	<u>Date to Complete</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Requirements</u>
3.A		BC	Provide staff to manage the collection of event gate fees.
3.B	6/5/04	NP (Non Profit)	Provide for staff recruitment and management at the event.
3.C	6/5/04	NP (Non Profit)	Provide for volunteer recruitment and management at the event.
3.D	N/A	NP (Non-Profit)	Provide Broward County Parks and Recreation Division with vehicle and people identification tags for all event staff, volunteers, V.I.P., sponsors, entertainment and vendors by _____ (date)
3.E	On Signing	NP (Non-Profit)	Agree that Broward County assumes no liability for the recruitment, selection, background screening of non-County special event management, staff, volunteers, coaches, youth leaders, and others.

Section 4: Concession – Alcohol**Attachment(s) Required**

	<u>Date to Complete</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Serving of Alcoholic Beverages Regulations</u> Prohibited for all events involving youth groups [21 years of age and under].
4.A	N/A		Beer and Wine Beverage Sales with Florida Permit Only: Provide copy of approved State of Florida Approved Permit for the event to Broward County Parks and Recreation Division by _____ (date)
4.B	N/A		Proof of Insurance : Provide Broward County Parks and Recreation Division with a Certificate of Liability Insurance for serving alcoholic beverages at the special event identified in this Permit Limits: \$ N/A _____ Alcohol Beverage Vendors (# _____) DO NOT INCLUDE: <u>Broward County Board of County Commissioners as Additional Insured.</u>
4.C	N/A		Written approval of Permit and proof of Liability Policy by Broward County Risk Management Division by _____ (date)
4.D	N/A		Requirements: 1. Provide Broward County Parks and Recreation Division with a list of dates and times of the day that alcohol will be served. 2. Provide event staff that are properly trained to serve alcohol. 3. Post signs to notify the public of the proper legal age identification- tion requirement – <i>All Persons Must Be 21 years Of Age To Purchase and/or Consume Alcoholic Beverages At This Event.</i> 4. Refuse alcohol service to individuals who appear intoxicated. 5. Post signs to notify the public - <i>Limit Per Serving – Two (2) Drinks Per Person</i> 6. Cease all sales of alcohol 1 hour before the official end of event.

Section 5: Concession – Sound Levels**Attachment(s) Required**

	<u>Date to Complete</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Nuisance Noise, Music and Sound Requirements</u>
5.A	6/5/04	NP (Non-Profit)	All noise, music and sound must be kept to an acceptable level that does not jeopardize the health, welfare or safety or degrade the quality of life of park users and the community. An acceptable level of public noise, music and sound will be determined by the Broward County Parks and Recreation Division Director or designee.
5.B	N/A		Amplified music and sound at the special event is prohibited except with written permission of Broward County Parks and Recreation Division Director or designee. Written request for exemption from this regulation by _____ (date)
5.C	6/5/04	NP (Non-Profit)	During the term of the event, groups and/or individuals in non-compliance with this regulation will be given ONLY one verbal warning by park management. Subsequent non-compliance will result in the mandatory termination of all sources of noise, music, sound PLUS the forfeiture of the event Security, Clean-up & Damages deposit (see Section 14).

Section 6: Concession – Vendors

Attachment(s) Required

	<u>Date to Complete</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Vendor Requirements</u>
6.A	N/A		Advise the Broward County Parks and Recreation Division of any product, food and/or beverage vendors prior to contracting. Provide a list of all products, food and beverages to be sold to ensure that there are no violations of Broward County policies.
6.B	N/A		Provide Broward County Parks and Recreation Division with a copy of all written agreements with for-profit and not-for-profit organizations and individuals that are affiliated with products, food and beverages to be provided under this permit by: _____ (date)
6.C	N/A		Provide Broward County Parks and Recreation Division with proof of Liability Policy Coverage [See Section 2: Insurance] for product, food and beverage service.
6.D	N/A		Provide Broward County Parks and Recreation Division with written documentation assuring vendor compliance with all Federal, State, Broward County Health Department requirements for the distribution of product, food and other consumables by _____ (date)
6.E	N/A	NP- Town of Davie only	Provide vendor staff to operate all event product, food and/or beverage concessions, except for Broward County Parks and Recreation Division concession sites.
6.F	N/A	NP	Provide for management staff to vendor site set-up, operation during the special event, and breakdown.
6.G	N/A	NP	Ensure for vendor clean up of trash within the vendors' sites and parking areas, before, during, and after the event.

Section 7: Concession – Program

Attachment(s) Required

	<u>Date to Complete</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Program and Entertainment Requirements</u>
7.A	5/21/04	NP (Non-Profit)	Advise Broward County Parks and Recreation Division of the names of professional programs and entertainment prior contracting with them to ensure no violations of Broward County policies.
7.B	6/4/04	NP (Non-Profit)	Provide Broward County Parks and Recreation Division with a copy of all sub-contracts with for-profit/not-for-profit entertainment groups and individuals under this permit by: <u>6/4/04</u> (date) Ensure payment for all sub-contracts relating to this permit.
7.C	5/30/04	NP (Non-Profit)	Provide Broward County Parks and Recreation Division with a final schedule of event program/entertainment by <u>5-30-04</u> (date)
7.D	N/A		Ensure compliance with all professional entertainment permitting, licensing and royalty (i.e., ASCAP, BMI, etc.) regulations. Ensure compliance with all Broward County policies regarding program and content. Provide Broward County Parks and Recreation Division with proof of permit/license/royalty compliance: _____ by _____ (date)
7.E	N/A		Provide for all stage equipment, sound equipment, lighting, power and backup systems, other supplies and equipment for the event.
7.F	N/A		Provide stage and production manager to supervise and professional emcee(s) for announcements and program introductions.
7.G	6/5/04	NP (Non Profit)	Provide for program and entertainment activity set-up, operations, maintenance, trash disposal, breakdown, and clean up.

Section 8: Special Event Site Plan**Attachment(s) Required**

	<u>Date to Complete</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Requirements</u>
8.A	4/23/04	NP (Non-Profit)	Event organizers will have access only to the designated event areas identified in the site plan - prior to, during and after the event. Provide Broward County Parks and Recreation Division with a <u>Special Event Site Plan</u> indicating the exact layout and location of all activities – entertainment, vendor tents and booths, restrooms, 1 st Aid, parking, staff/volunteers check-in. Include how, where, and by what means, persons with disabilities will have equal access to the event activities to be provided (see Section 9: Accessibility Site Plan) Provide by: <u>4/15/04</u> (date) This plan becomes part of the Specific Use Permit.
8.B	5/21/04	NP (Non-Profit)	Provide Broward County Parks and Recreation Division with a schedule of event set-up, operations, and break-down dates and times by <u>5/21/04</u> (date)
8.C	6/5/04	NP (Non-Profit)	Provide signs and banners to direct participants to parking area(s), program/vendor areas, and others specific to this event (i.e. portable toilets, first aid, transportation, accessible route/facilities). (describe) _____
8.D	6/5/04	NP (Non-Profit)	Provide barricades and cones for event crowd control. (describe) <u>cones and barricades as needed for area and parking.</u>

Section 9: Accessibility Site Plan**Attachment(s) Required**

	<u>Date to Complete</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Requirements</u>
9.A	6/5/04	NP (Non-Profit)	Agree to comply with Title I and Title II of the Americans with Disabilities Act regarding non-discrimination on the basis of disability in employment and in state and local government services, in the course of providing any services funded in whole, or in part, by Broward County.
9.B	4/23/04	NP (Non-Profit)	Provide an <u>Accessibility Site Plan</u> specifically addressing compliance, circulation routes, access paths, parking, portable toilets, directional signs, access signs, etc. by <u>6/5/04</u> (date) This plan becomes part of the Specific Use Permit.

Section 10: Animal Exhibits Site Plan**Attachment(s) Required**

	<u>Date to Complete</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Requirements</u>
10.A	N/A		Provide <u>Animal Exhibit Site Plan</u> by: _____ (date) This plan becomes part of the Specific Use Permit.
10.B	N/A		Agree Florida Fish and Wildlife Conservation Commission wildlife classifications I & II are prohibited under any conditions.
10.C	N/A		Agree that live animals or fish as prizes or giveaways is prohibited.
10.D	N/A		Agree that live animals may be exhibited on Broward County property only for the purpose of public education and only with the approval of the Director of the Parks and Recreation Division, or designee, and Division Animal Care Specialist.
10.E	N/A		Agree that live animals approved for exhibit are in good health.

Attachment(s) Required

	<u>Date Complete</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Requirements</u>
11.A	4/23/04 per map	NP (Non-Profit)	Provide an <u>Emergency Medical Services Plan</u> to Broward County Parks and Recreation Division by <u>4/23/04</u> (date) This plan becomes part of the Specific Use Permit.
11.B	6/5/04	NP (Non-Profit)	Provide an Emergency First Aide Center during the event.
11.C	N/A	NP (Non-Profit)	Provide for Emergency Medical Services personnel throughout event. # _____ determined by _____(city/county jurisdiction)
11.D	N/A use normal roadway	NP (Non-Profit)	Provide <u>Emergency Vehicle Access Plan</u> by <u>4/23/04</u> _____(date) 1.Identify specific site and staffing of public first aid location. 2.Identify emergency vehicle access/egress route (s). This plan becomes part of the Specific Use Permit.

Attachment(s) Required

	<u>Date to Complete</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Requirements</u>
12.A	6/5/04 if needed	NP (Non-Profit)	Provide adequate public portable toilet facilities for the event: <u># 1 per 500ppl</u> determined by <u>Town of Davie</u> (city/county jurisdiction) and the Broward County Public Health Department.
12.B	4/23/04	NP (Non-Profit) On map	Provide <u>Portable Toilet Site Plan</u> by <u>4/23/04</u> (date) including facilities, location, and access by persons with disabilities. This becomes part of the Specific Use Permit.
12.C	6/4/05	NP (Non-Profit)	Provide Broward County Parks and Recreation Division with written proof of payment for public/portable toilets 6/4/04 (date)

Attachment(s) Required

	<u>Date to Complete</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Requirements</u> * No event publicity prior to full approval of this Specific Use Permit. * Attach copies of all event publicity documents.
13.A	4/23/04	NP (Non Profit)	Identify <i>Broward County Parks and Recreation Division</i> as <i>Co-Sponsor/Host</i> in all event advertising/public relations efforts.
13.B	Until 4/23/04	NP (Non Profit)	Provide Broward County Parks and Recreation Division Marketing Section (Contact Pat Raglin at 954-357-8115) with all special event public relations materials for review prior to release.
13.C	Until 4/23/04	NP (Non Profit)	Include <i>Broward County Logo</i> in all visual publicity and public relations written materials (including programs, posters, and flyers, etc), web advertisements, TV, PSAs, and other visual promotions.
	6/5/04	NP (Non Profit)	On-air radio/TV PSAs must identify <i>Broward County Parks and Recreation Division</i> as <i>Co-Sponsor/Host</i> .
13.D	6/5/04	NP (Non Profit)	Provide public notice of additional Broward County Commission fee : Regular weekend and holiday park admission fee of \$1.00 per person, with free admission for children 5 years old and under.
13.E	6/5/04	NP (Non-Profit)	Provide public notice in all event publicity: <i>No coolers or glass bottles will be permitted into the event area by anyone.</i>
13.F	6/5/04	NP (Non-Profit)	Provide public notice for all to be respectful stewards of public park lands, facilities, plants, wildlife, and natural open areas, and to be prepared to respond to unanticipated adverse weather conditions.
13.G	6/5/04	NP (Non-Profit)	Provide effective communications between park management staff and special event staff . Provide park management prior to the event with a hand-held radio event channel to use during event hours.

Attachment(s) Required

	<u>Date to Complete</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Requirements</u>
14.A	6/5/04	NP (Non-Profit)	Provide for the cleanup of trash and debris within the special event site and parking areas, during set-up, operations, and breakdown. Specifics: <u>All trash in cans and bags (NP may provide own). Litter in area picked up.</u>
14.B	6/5/04	BC	Provide for trash dumpster (Special Event Site Plan) (describe)
14.C	6/5/04	NP (Non-Profit)	Agree that all vendor and entertainment sub-contracted agreements must contain language that insures that all contractors will comply with appropriate site clean-up, safe/sanitary disposal of charcoal and grease, and timely removal of all site equipment, supplies, materials.
14.D	6/5/04	NP (Non-Profit)	Agree to return the event site to Broward County Parks and Recreation Division in an "as was" condition. Provide for the repair or cost of repairs for excessive damage to the event site caused by permittee and/or sub-contractors – before and during the event, and until fully vacated [including but not limited to turf and vegetation, facilities, irrigation, electrical, water, other _____].
14.E	N/A	NP (Non-Profit)	Security Deposit <u>Waived per manager</u> To be received by _____ (date)

Section 15: Permits

<p><u>15.A Non-Profit Organization</u> All permits required by Broward County and the City of Davie. Compliance with all applicable local, state, federal regulations.</p>	<p><u>15.B Parks and Recreation Division</u> Compliance with all applicable local, state, federal regulations.</p>
--	--

Section 16: Special Event Fees/Charges & In-Kind Provision

16.A Non-Profit Organization		16.B Parks and Recreation Division	
<u>Special Event Fees/Charges</u>	<u>Cost/Value</u>	<u>Special Event In-Kind Provision</u>	<u>Cost/Value</u>
None	\$	Event Area co-sponsor	\$500.00 (waived)

Section 17: Non-Profit Organization Responsibilities	
17.A	Coordinate the entire program for this event including personnel, materials, and supplies. Davie personnel will be responsible for set-up, operations, and clean-up.
17.B	Provide appropriate personnel to direct parking for this event. *Parking plan must be approved, in advance, by the Park Manager or Designee
17.C	Provide a tent for judging the event. Notify the Park Manager or Designee of the location, at least 2 days in advance, to ensure no damage to water, electric or phone lines.
17.D	Provide a booth in the registration area to collect on-site registration fees.
17.E	Provide a serving area to serve lunch to participants.
17.F	Ensure that all effort will be made, and advertised, to strongly encourage live release of all fish caught as soon as they are weighed for the competition. No other animal exhibits desired or permitted.
17.G	Provide Broward County with an accurate count of participants, and an estimate of total attendance by 6/5/04.
17.H	Assist the county in ensuring the participants comply with park rules and regulations.
17.I	Ensure that participants are aware that the park's admission fees will be in effect; \$1.00 per person age 6 and up, children age 5 and under are free.
17. J	
17.K	

Section 18: Broward County Parks and Recreation Division Responsibilities

18.A	Allow the use of the lake, not including the mitigation area, for this event. The dock shall not be used by the participants. This event area shall be co-sponsored by the county, and the standard event fee (\$500.00) will be sponsored by the county.
18.B	Allow the town to set-up a 20' X 20' tent for the judging of the competition, providing they advise the manager of the intended location at least two days prior to the event; Allow the town to place a registration booth in the event area; Allow the town to park a show van to be used as a stage for awards ceremonies and announcements.
18.C	Allow participants to park along the roadway, as long as no vehicle extends to within 1 foot of the roadway or onto the roadway, for the safety of all drivers, and pedestrians.
18.D	Allow the town to set up a serving area (concession stand) for the purpose of providing lunch to the participants. The standard concession fee (\$300.00) shall be sponsored by the county.
18.E	Allow the town to block off the entrance and exit to the Marina parking area for the safety of the participants.
18.F	Will provide 12 trash cans in the area of the event, and provide for the removal of the trash deposited in the cans. Will provide 8 picnic tables in the area of the event, near the serving area.
18.G	Mow the areas for the tent, booth, and concession stand.
18.H	Allow the distribution of flyers for this event, and will display flyers in public racks at the park, and will distribute flyers, if requested, at the admission gate on the weekends preceding the event.
18.I	Allow Bonnie Stafji (and/or designated staff) to be on-site supervisor for this event for the Town of Davie.
18.J	Collect park admission fee, which will be in effect; \$1.00 per person age 6 and up, children 5 and under are free
18.K.	Allow the volunteer staff for the event to enter the park, for the purpose of set-up at 6:30a.m. The volunteers

SPECIFIC USE PERMIT # 4759 ADDENDUM

Page 9 of 9

Non-Profit Organization: Town of Davie

Name of Event: 21st Annual Take-A-Kid Fishing Rodeo

Event Date(s) Sat., 6/5/04

Section 19: Signature of Approval

The following acknowledge and agreed to the language contained in the preceding 18 Sections of this Specific Use Permit Addendum:

**For: Non-Profit
Organization**

**For: Broward County Parks
and Recreation Division**

[Print name of Non-Profit]

**Bob Harbin, Director
or Division Designee**

By: _____
[signature]

Bob Harbin, Director
By: Joanne Larson
Superintendent

By: _____
[signature]

Date: _____

Date: 4/6/04

[print name]

[print designee name]

[print title]

[print designee title]

Witness (optional)

Witness (optional)

SPECIFIC USE PERMIT

DISTRICT (circle one) NO CN SE SW EVENT NAME 21st. Annual Take-A-Kid Fishing Rodeo
 PARK Tree Tops Park EVENT DATE(S) Saturday, June 5, 2004

Agreement between **Broward County Parks and Recreation Division** as Co-Sponsor/Host Agency and **Organization**

Permittee (Nonprofit): Town of Davie

Address: 6591 S.W. 45th. Street

City: Davie State: Florida Zip: 33314-3399

Telephone: (954) 797-1163 Fax: (954) 797-2061

Representative: Bonnie Stafiej Title: Special Projects Director

Description of Special Event: Fishing Tournament, prizes & lunch for youth with adults

Date(s) of Special Event: Saturday, June 5, 2004 Hours of Activities: 6:30am - 1:00pm

Anticipated Attendance 700 to 800 Security Deposit \$: Waived

Special Use Permit Terms and Conditions (attachments)

See attached Special Event Site Plan
See attached Special Event Activities Plan
On file Certificate(s) of Insurance (include Broward County as Additional Insured)
See attached Special Event Accessibility Site Plan
See attached Schedule of Special Event Fees and Payments
Normal road & Emergency Vehicle Access Plan
N/A path Animal Exhibit Site Plan
Yes Verification of State-Registered Nonprofit Status
N/A Subcontractor Agreement(s)

Permittee Insurance Requirements (Risk Management approval by _____ date _____)

TYPE

- Comprehensive General Liability Policy
- Vendor Policy
- Special Event Policy
- Other (specify) _____

LIMITS

\$ _____
 \$ _____
 \$ _____
 \$ _____

RELEASE AND WAIVER OF LIABILITY

TO BROWARD COUNTY: In consideration of the opportunity afforded Permittee to use park premises for the special event activities described herein, Permittee named herein does freely agree to make the following contractual representations and agreements.

Permittee agrees to indemnify, defend, and hold harmless Broward County, its officers, agents, employees, and volunteers from and against all claims, suits, actions, damages, liabilities, or expenditures of any kind arising out of or occurring during the special event activities of Permittee and resulting or accruing from any error, omission, conduct, or negligent act of the Permittee, resulting in or relating to any damage or injury to person or property arising from the use of the park premises or improvements hereon. Further, Permittee hereby knowingly, freely, and voluntarily assumes all risk and liability for any damage or injury that may occur as a result of the use of the park premise and agree to **release, waive, discharge, and covenant not to sue Broward County**, its officers, agents, employees, and volunteers from any and all liability or claims that may be sustained by the Permittee or third party directly or indirectly in connection with, or arising out of, the Permittee's use of the park premises, **whether cause in whole or in part by the negligence of Broward County or otherwise.**

By signing, Permittee agrees to have read the reverse side of the Specific Use Permit, the above provision, and fully understands the terms, and understands that the Permittee has given up substantial rights by signing the Specific Use Permit and as signed it freely without any inducement or assurance of any nature and intends it to be a complete and unconditional release of any and all liability to the greatest extent allowed by law and agrees that if any portion of this Specific Use Permit is held to be invalid, the balance notwithstanding shall continue in full force and effect.

NONPROFIT ORGANIZATION (PERMITTEE)

Date _____

Signature and Title of Authorized Representative _____

BROWARD COUNTY PARKS AND RECREATION DIVISION

By: Joanne Larson
 Superintendent

Signature of Division Director or Designee and Title _____

**SIGN
HERE**

Section 6: Concession – Vendors

Attachment(s) Required

	<u>Date to Complete</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Vendor Requirements</u>
6.A	N/A		Advise the Broward County Parks and Recreation Division of any product, food and/or beverage vendors prior to contracting. Provide a list of all products, food and beverages to be sold to ensure that there are no violations of Broward County policies.
6.B	N/A		Provide Broward County Parks and Recreation Division with a copy of all written agreements with for-profit and not-for-profit organizations and individuals that are affiliated with products, food and beverages to be provided under this permit by: _____ (date)
6.C	N/A		Provide Broward County Parks and Recreation Division with proof of Liability Policy Coverage [See Section 2: Insurance] for product, food and beverage service.
6.D	N/A		Provide Broward County Parks and Recreation Division with written documentation assuring vendor compliance with all Federal, State, Broward County Health Department requirements for the distribution of product, food and other consumables by _____ (date)
6.E	N/A	NP- Town of Davie only	Provide vendor staff to operate all event product, food and/or beverage concessions, except for Broward County Parks and Recreation Division concession sites.
6.F	N/A	NP	Provide for management staff to vendor site set-up, operation during the special event, and breakdown.
6.G	N/A	NP	Ensure for vendor clean up of trash within the vendors' sites and parking areas, before, during, and after the event.

Section 7: Concession – Program

Attachment(s) Required

	<u>Date to Complete</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Program and Entertainment Requirements</u>
7.A	5/21/04	NP (Non-Profit)	Advise Broward County Parks and Recreation Division of the names of professional programs and entertainment prior contracting with them to ensure no violations of Broward County policies.
7.B	6/4/04	NP (Non-Profit)	Provide Broward County Parks and Recreation Division with a copy of all sub-contracts with for-profit/not-for-profit entertainment groups and individuals under this permit by: <u>6/4/04</u> (date) Ensure payment for all sub-contracts relating to this permit.
7.C	5/30/04	NP (Non-Profit)	Provide Broward County Parks and Recreation Division with a final schedule of event program/entertainment by <u>5-30-04</u> (date)
7.D	N/A		Ensure compliance with all professional entertainment permitting, licensing and royalty (i.e., ASCAP, BMI, etc.) regulations. Ensure compliance with all Broward County policies regarding program and content. Provide Broward County Parks and Recreation Division with proof of permit/license/royalty compliance: _____ by _____ (date)
7.E	N/A		Provide for all stage equipment, sound equipment, lighting, power and backup systems, other supplies and equipment for the event.
7.F	N/A		Provide stage and production manager to supervise and professional emcee(s) for announcements and program introductions.
7.G	6/5/04	NP (Non Profit)	Provide for program and entertainment activity set-up, operations, maintenance, trash disposal, breakdown, and clean up.

Non-Profit Organization: Town of DavieName of Event: 21st Annual Take-A-Kid Fishing RodeoEvent Date(s) Sat., 6/5/04**Section 8: Special Event Site Plan****Attachment(s) Required**

	<u>Date to Complete</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Requirements</u> Event organizers will have access only to the designated event areas identified in the site plan - prior to, during and after the event.
8.A	4/23/04	NP (Non-Profit)	Provide Broward County Parks and Recreation Division with a <u>Special Event Site Plan</u> indicating the exact layout and location of all activities – entertainment, vendor tents and booths, restrooms, 1 st Aid, parking, staff/volunteers check-in. Include how, where, and by what means, persons with disabilities will have equal access to the event activities to be provided (see Section 9: Accessibility Site Plan) Provide by: <u>4/15/04</u> (date) This plan becomes part of the Specific Use Permit.
8.B	5/21/04	NP (Non-Profit)	Provide Broward County Parks and Recreation Division with a schedule of event set-up, operations, and break-down dates and times by <u>5/21/04</u> (date)
8.C	6/5/04	NP (Non-Profit)	Provide signs and banners to direct participants to parking area(s), program/vendor areas, and others specific to this event (i.e. portable toilets, first aid, transportation, accessible route/facilities). (describe) _____
8.D	6/5/04	NP (Non-Profit)	Provide barricades and cones for event crowd control. (describe) <u>cones and barricades as needed for area and parking.</u>

Section 9: Accessibility Site Plan**Attachment(s) Required**

	<u>Date to Complete</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Requirements</u>
9.A	6/5/04	NP (Non-Profit)	Agree to comply with Title I and Title II of the Americans with Disabilities Act regarding non-discrimination on the basis of disability in employment and in state and local government services, in the course of providing any services funded in whole, or in part, by Broward County.
9.B	4/23/04	NP (Non-Profit)	Provide an <u>Accessibility Site Plan</u> specifically addressing compliance, circulation routes, access paths, parking, portable toilets, directional signs, access signs, etc. by <u>6/5/04</u> (date) This plan becomes part of the Specific Use Permit.

Section 10: Animal Exhibits Site Plan**Attachment(s) Required**

	<u>Date to Complete</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Requirements</u>
10.A	N/A		Provide <u>Animal Exhibit Site Plan</u> by: _____ (date) This plan becomes part of the Specific Use Permit.
10.B	N/A		Agree Florida Fish and Wildlife Conservation Commission wildlife classifications I & II are prohibited under any conditions.
10.C	N/A		Agree that live animals or fish as prizes or giveaways is prohibited.
10.D	N/A		Agree that live animals may be exhibited on Broward County property only for the purpose of public education and only with the approval of the Director of the Parks and Recreation Division, or designee, and Division Animal Care Specialist.
10.E	N/A		Agree that live animals approved for exhibit are in good health.

SPECIFIC USE PERMIT # 4759 ADDENDUM

Page 5 of 9

Non-Profit Organization: Town of DavieName of Event: 21st Annual Take-A-Kid Fishing RodeoEvent Date(s) Sat., 6/5/04

Section 11: Emergency Medical Services Plan Attachment(s) Required

	<u>Date Complete</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Requirements</u>
11.A	4/23/04 per map	NP (Non-Profit)	Provide an <u>Emergency Medical Services Plan</u> to Broward County Parks and Recreation Division by 4/23/04(date) This plan becomes part of the Specific Use Permit.
11.B	6/5/04	NP (Non-Profit)	Provide an <u>Emergency First Aide Center</u> during the event.
11.C	N/A	NP (Non-Profit)	Provide for <u>Emergency Medical Services</u> personnel throughout event. # _____ determined by _____ (city/county jurisdiction)
11.D	N/A use normal roadway	NP (Non-Profit)	Provide <u>Emergency Vehicle Access Plan</u> by 4/23/04 (date) 1. Identify specific site and staffing of public first aid location. 2. Identify emergency vehicle access/egress route (s). This plan becomes part of the Specific Use Permit.

Section 12: Public/Portable Toilet Site Plan Attachment(s) Required

	<u>Date to Complete</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Requirements</u>
12.A	6/5/04 if needed	NP (Non-Profit)	Provide adequate public portable toilet facilities for the event: # <u>1 per 500 ppl</u> determined by <u>Town of Davie</u> (city/county jurisdiction) and the Broward County Public Health Department.
12.B	4/23/04	NP (Non-Profit) On map	Provide <u>Portable Toilet Site Plan</u> by 4/23/04 (date) including facilities, location, and access by persons with disabilities. This becomes part of the Specific Use Permit.
12.C	6/4/05	NP (Non-Profit)	Provide Broward County Parks and Recreation Division with written proof of payment for public/portable toilets 6/4/04 (date)

Section 13: Public Relations & Communications Attachment(s) Required

	<u>Date to Complete</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Requirements</u>
			* No event publicity prior to full approval of this Specific Use Permit. * Attach copies of all event publicity documents.
13.A	4/23/04	NP (Non Profit)	Identify <i>Broward County Parks and Recreation Division</i> as <i>Co-Sponsor/Host</i> in all event advertising/public relations efforts.
13.B	Until 4/23/04	NP (Non Profit)	Provide <i>Broward County Parks and Recreation Division Marketing Section</i> (Contact Pat Raglin at 954-357-8115) with all special event public relations materials for review prior to release.
13.C	Until 4/23/04	NP (Non Profit)	Include <i>Broward County Logo</i> in all visual publicity and public relations written materials (including programs, posters, and flyers, etc), web advertisements, TV, PSAs, and other visual promotions.
	6/5/04	NP (Non Profit)	On-air radio/TV PSAs must identify <i>Broward County Parks and Recreation Division</i> as <i>Co-Sponsor/Host</i> .
13.D	6/5/04	NP (Non Profit)	Provide public notice of additional Broward County Commission fee: Regular weekend and holiday park admission fee of \$1.00 per person, with free admission for children 5 years old and under.
13.E	6/5/04	NP (Non-Profit)	Provide public notice in all event publicity: No coolers or glass bottles will be permitted into the event area by anyone.
13.F	6/5/04	NP (Non-Profit)	Provide public notice for all to be respectful stewards of public park lands, facilities, plants, wildlife, and natural open areas, and to be prepared to respond to unanticipated adverse weather conditions.
13.G	6/5/04	NP (Non-Profit)	Provide effective communications between park management staff and special event staff . Provide park management prior to the event with a hand-held radio event channel to use during event hours.

Attachment(s) Required

	<u>Date to Complete</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Requirements</u>
14.A	6/5/04	NP (Non-Profit)	Provide for the cleanup of trash and debris within the special event site and parking areas, during set-up, operations, and breakdown. Specifics: <u>All trash in cans and bags (NP may provide own). Litter in area picked up.</u>
14.B	6/5/04	BC	Provide for trash dumpster (Special Event Site Plan) (describe)
14.C	6/5/04	NP (Non-Profit)	Agree that all vendor and entertainment sub-contracted agreements must contain language that insures that all contractors will comply with appropriate site clean-up, safe/sanitary disposal of charcoal and grease, and timely removal of all site equipment, supplies, materials.
14.D	6/5/04	NP (Non-Profit)	Agree to return the event site to Broward County Parks and Recreation Division in an "as was" condition. Provide for the repair or cost of repairs for excessive damage to the event site caused by permittee and/or sub-contractors – before and during the event, and until fully vacated [including but not limited to turf and vegetation, facilities, irrigation, electrical, water, other _____].
14.E	N/A	NP (Non-Profit)	Security Deposit <u>Waived per manager</u> To be received by _____ (date)

Section 15: Permits

<p><u>15.A Non-Profit Organization</u> All permits required by Broward County and the City of Davie. Compliance with all applicable local, state, federal regulations.</p>	<p><u>15.B Parks and Recreation Division</u> Compliance with all applicable local, state, federal regulations.</p>
---	--

Section 16: Special Event Fees/Charges & In-Kind Provision

16.A Non-Profit Organization		16.B Parks and Recreation Division	
<u>Special Event Fees/Charges</u>	<u>Cost/Value</u>	<u>Special Event In-Kind Provision</u>	<u>Cost/Value</u>
None	\$	Event Area co-sponsor	\$500.00 (waived)

Section 17: Non-Profit Organization Responsibilities	
17.A	Coordinate the entire program for this event including personnel, materials, and supplies. Davie personnel will be responsible for set-up, operations, and clean-up.
17.B	Provide appropriate personnel to direct parking for this event. *Parking plan must be approved, in advance, by the Park Manager or Designee
17.C	Provide a tent for judging the event. Notify the Park Manager or Designee of the location, at least 2 days in advance, to ensure no damage to water, electric or phone lines.
17.D	Provide a booth in the registration area to collect on-site registration fees.
17.E	Provide a serving area to serve lunch to participants.
17.F	Ensure that all effort will be made, and advertised, to strongly encourage live release of all fish caught as soon as they are weighed for the competition. No other animal exhibits desired or permitted.
17.G	Provide Broward County with an accurate count of participants, and an estimate of total attendance by 6/5/04.
17.H	Assist the county in ensuring the participants comply with park rules and regulations.
17.I	Ensure that participants are aware that the park's admission fees will be in effect; \$1.00 per person age 6 and up, children age 5 and under are free.
17. J	
17.K	

Section 18: Broward County Parks and Recreation Division Responsibilities

18.A	Allow the use of the lake, not including the mitigation area, for this event. The dock shall not be used by the participants. This event area shall be co-sponsored by the county, and the standard event fee (\$500.00) will be sponsored by the county.
18.B	Allow the town to set-up a 20' X 20' tent for the judging of the competition, providing they advise the manager of the intended location at least two days prior to the event; Allow the town to place a registration booth in the event area; Allow the town to park a show van to be used as a stage for awards ceremonies and announcements.
18.C	Allow participants to park along the roadway, as long as no vehicle extends to within 1 foot of the roadway or onto the roadway, for the safety of all drivers, and pedestrians.
18.D	Allow the town to set up a serving area (concession stand) for the purpose of providing lunch to the participants. The standard concession fee (\$300.00) shall be sponsored by the county.
18.E	Allow the town to block off the entrance and exit to the Marina parking area for the safety of the participants.
18.F	Will provide 12 trash cans in the area of the event, and provide for the removal of the trash deposited in the cans. Will provide 8 picnic tables in the area of the event, near the serving area.
18.G	Mow the areas for the tent, booth, and concession stand.
18.H	Allow the distribution of flyers for this event, and will display flyers in public racks at the park, and will distribute flyers, if requested, at the admission gate on the weekends preceding the event.
18.I	Allow Bonnie Stafji (and/or designated staff) to be on-site supervisor for this event for the Town of Davie.
18.J	Collect park admission fee, which will be in effect; \$1.00 per person age 6 and up, children 5 and under are free
18.K.	Allow the volunteer staff for the event to enter the park, for the purpose of set-up at 6:30a.m. The volunteers

SPECIFIC USE PERMIT # 4759 ADDENDUM

Page 9 of 9

Non-Profit Organization: Town of Davie

Name of Event: 21st Annual Take-A-Kid Fishing Rodeo

Event Date(s) Sat., 6/5/04

Section 19: Signature of Approval

The following acknowledge and agreed to the language contained in the preceding 18 Sections of this Specific Use Permit Addendum:

**For: Non-Profit
Organization**

**For: Broward County Parks
and Recreation Division**

[Print name of Non-Profit]

**Bob Harbin, Director
or Division Designee**

By: _____
[signature]

Bob Harbin, Director
By: Joanne Larson
Superintendent

By: _____
[signature]

Date: _____

Date: 4/6/04

[print name]

[print designee name]

[print title]

[print designee title]

Witness (optional)

Witness (optional)

SPECIFIC USE PERMIT

DISTRICT (circle one) NO CN SE SW EVENT NAME 21st. Annual Take-A-Kid Fishing Rodeo
PARK Tree Tops Park EVENT DATE(S) Saturday, June 5, 2004

Agreement between **Broward County Parks and Recreation Division** as Co-Sponsor/Host Agency and Organization
Permittee (Nonprofit): Town of Davie

Address: 6591 S.W. 45th. Street

City: Davie State: Florida Zip: 33314-3399

Telephone: (954) 797-1163 Fax: (954) 797-2061

Representative: Bonnie Stafiej Title: Special Projects Director

Description of Special Event: Fishing Tournament, prizes & lunch for youth with adults

Date(s) of Special Event: Saturday, June 5, 2004 Hours of Activities: 6:30am - 1:00pm

Anticipated Attendance 700 to 800 Security Deposit \$: Waived

Special Use Permit Terms and Conditions (attachments)

See attached Special Event Site Plan
See attached Special Event Activities Plan
On file Certificate(s) of Insurance (include Broward County as Additional Insured)
See attached Special Event Accessibility Site Plan
See attached Schedule of Special Event Fees and Payments
Normal road & Emergency Vehicle Access Plan
N/A path Animal Exhibit Site Plan
Yes Verification of State-Registered Nonprofit Status
N/A Subcontractor Agreement(s)

Permittee Insurance Requirements (Risk Management approval by _____ date _____)

TYPE

- Comprehensive General Liability Policy
- Vendor Policy
- Special Event Policy
- Other (specify) _____

LIMITS

\$ _____
\$ _____
\$ _____
\$ _____

RELEASE AND WAIVER OF LIABILITY

TO BROWARD COUNTY: In consideration of the opportunity afforded Permittee to use park premises for the special event activities described herein, Permittee named herein does freely agree to make the following contractual representations and agreements.

Permittee agrees to indemnify, defend, and hold harmless Broward County, its officers, agents, employees, and volunteers from and against all claims, suits, actions, damages, liabilities, or expenditures of any kind arising out of or occurring during the special event activities of Permittee and resulting or accruing from any error, omission, conduct, or negligent act of the Permittee, resulting in or relating to any damage or injury to person or property arising from the use of the park premises or improvements thereto. Further, Permittee hereby knowingly, freely, and voluntarily assumes all risk and liability for any damage or injury that may occur as a result of the use of the park premise and agree to **release, waive, discharge, and covenant not to sue Broward County**, its officers, agents, employees, and volunteers from any and all liability or claims that may be sustained by the Permittee or a third party directly or indirectly in connection with, or arising out of, the Permittee's use of the park premises, **whether cause in whole or in part by the negligence of Broward County or otherwise.**

By signing, Permittee agrees to have read the reverse side of the Specific Use Permit, the above provision, and fully understands the terms, and understands that the Permittee has given up substantial rights by signing the Specific Use Permit and has signed it freely without any inducement or assurance of any nature and intends it to be a complete and unconditional release of any and all liability to the greatest extent allowed by law and agrees that if any portion of this Specific Use Permit is held to be invalid, the balance notwithstanding shall continue in full force and effect.

NONPROFIT ORGANIZATION (PERMITTEE)

Date

Signature and Title of Authorized Representative

BROWARD COUNTY PARKS AND RECREATION DIVISION

4/6/04
Date

Signature of Division Director or Designee and Title

Bob Harbin, Director
By: Joanne Larson
Superintendent

**SIGN
HERE**